

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
EMERGENCY MANAGEMENT AREA COORDINATOR

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Candidates on a current examination list & Transfers**

**Location:** Division of Emergency Management & Homeland Security Region 4, Colchester

**Job Posting No:** 8600

**Salary:** \*\$68,607- \$88,427 (New hires to state employment start at the minimum salary).

**Closing Date:** **Tuesday, January 14, 2014**

This position is a critical function in the Division of Emergency Management and Homeland Security, and is responsible for coordinating emergency management and homeland security in a specific region of the state of Connecticut based on an all-hazards approach, including critical linkage to local and state resources and also advising local officials. Duties: assist municipalities in time of emergency, including leading the Regional Office response to all regional significant events; coordinates and implements planning and preparedness activities; assists towns in qualifying for federal funds; assesses capabilities and evaluates resources; coordinates mutual aid among towns; coordinates training; represents DEMHS in the assigned area; provides emergencies communications between the State Emergency Operations Center (EOC) and the municipalities in the region; coordinates resources and receives requests for assistance; responds to critical incidents; represents the Division at local command posts; reports for duty during all inclement weather conditions.

**Eligibility Requirement:** **Candidates must have applied for and passed the EMERGENCY MANAGEMENT AREA COORDINATOR exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the EMERGENCY MANAGEMENT AREA COORDINATOR or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Special Requirement:** Incumbents in this class may be required to travel.

**Working Conditions:** Incumbents in this class may be exposed to moderately disagreeable conditions, particularly in times of disasters.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by \* **Tuesday, January 14, 2014, close of business** to:

**The Department of Emergency Services & Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Denise Shelton, Human Resources Associate**  
**Fax: (860) 685 – 8356**

**\*Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**